

Jane Grey

Recent law school graduate seeking an articling placement to further develop legal skills and apply commercial acumen. Strong work ethic, positive attitude, and solid legal foundation (NCA requirements completed). Five years of progressive supply chain experience, specializing in contract terms, vendor negotiations, and commercial strategy. Hands-on experience with commercial and regulatory law at Trans Mountain, driving a keen interest in these areas.

Education

NCA Certificate of Qualification, Federation of Law Societies of Canada, October 2024

Bachelor of Laws (LLB) (With Merit), University of Edinburgh, July 2023

Bachelor of Commerce (BComm), University of Calgary, November 2017

Awards and Scholarships

2022/23: Miller Prize (Commercial Law Ordinary)

Professional Experience

Trans Mountain Corporation – Paralegal

May 2023 – Present

- Conduct legal research, draft memoranda, and prepare legal documents to support in-house counsel across commercial, regulatory, procurement, and governance matters, contributing to corporate legal strategies
- Review and analyze contract terms, identifying potential legal and business implications and suggesting revisions aligned with company policies.
- Support Trans Mountain’s Interim Commencement Date Toll Application with the Canada Energy Regulator, including:
 - Assisting in drafting responses to information requests from the Commission and intervenors.
 - Assisting in developing mock cross-examination questions for witness preparation.
 - Preparing issue brief statements that summarize key issues, evidence on record, and strategic messaging.
- Draft and present internal legal presentations on topics such as privilege and construction holdbacks in Alberta and British Columbia.
- Assist with corporate governance matters, including preparing meeting minutes for Board of Directors and committee meetings.
- Assisted in-house counsel with the closing of the Kingsvale Transmission Line sale between Trans Mountain Corporation, Lower Nicola Indian Band, and EPCOR.

Jane Grey

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Supported the preparation of closing documents and land rights assignment agreements for the approximately 26 km, 138 kV transmission line, with a total financial value of approximately \$200 million, encompassing development, construction, operations, and capacity sales.

Trans Mountain Corporation – Summer Student

May 2022 – August 2022

- Assisted SCM legal counsel in drafting and reviewing assignment novations, consents, and notices of assignment for the Kingsvale Land Transfer.
- Supported legal and business teams in contract analysis, vendor negotiations, and procurement compliance.
- Assisted in preparing and executing contract amendments, change orders, and post-award documents.

Petronas Canada – Contract Analyst

May 2020 – August 2021

- Assisted with contract drafting, amendments, and negotiations, ensuring compliance with company policies and regulatory requirements.
- Managed vendor communications and worked with internal teams to address contractual exceptions.

Husky Oil Operations Ltd. – Contract Administrator

January 2019 – May 2020

- Assisted in contract negotiations, bid evaluations, and supplier selection for capital projects.
- Managed post-award contract administration, including change orders and compliance tracking.

Tridyne Projects Corp – Procurement Coordinator

February 2018 – January 2019

- Supported preliminary bid evaluations and contract administration for capital projects.

HSE Integrated (IPS Division) – Contract Administrator

June 2017 – January 2018

- Assisted in contract execution and compliance monitoring, ensuring adherence to contractual terms.